

## UPDATE NEWSLETTER



In an effort to utilize today's technology, Health Occupations Credentialing (HOC) is now providing the *Update* newsletter to individuals via the Internet. Paper copies will be provided upon request. You may also e-mail general comments about the newsletter to Marla Rhoden, Director of HOC, at [mrhoden@kdhe.state.ks.us](mailto:mrhoden@kdhe.state.ks.us).

# UPDATE

Update

### News Update, a look at what's coming...

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If you have questions or want to contact someone in HOC but do not know the phone number, call:

(785) 296-1240

Obtain HOC  
Revised Forms on  
our Web site  
[www.kdheks.gov/  
hoc](http://www.kdheks.gov/hoc)

### Special points of interest:

- New On-line Services
- Nutrition Assistant Training Program
- Web-Based Aide Courses
- Director's Notes

# HOC UPDATE

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## ADDITIONAL ON-LINE SERVICES

Health Occupations Credentialing is now offering two additional on-line services. The first of these new services is the license verification Web page for adult care home administrators, audiologists, speech-language pathologists, and dietitians. The Web page looks and functions much like the nurse aide registry and provides information about the status of an individual's license. The Web address is [www.kdhehealthlicense.org](http://www.kdhehealthlicense.org).

**The second new service is available through the on-line nurse aide registry. A selection has been added to the nurse aide registry home page to allow the look up of unlicensed/uncertified individuals to determine when their last criminal record check was processed and whether they are prohibited. This should be a helpful addition to the employment screening process and allow health care facilities to obtain this information prior to hiring an individual.**

## Director's Notes:

Here we are, with the holiday season soon upon us! Lots of things have been happening at KDHE and here at HOC.

Our last issue of *The Update* announced our new database system and on-line Nurse Aide Registry. We are pleased to report that the adult care home and home health industries have embraced the on-line registry, with its availability every day, 24/7. Comments regarding the on-line registry, with its immediate access to confirmation of employment eligibility, have been very favorable and enthusiastic. We are working on enhancements to the new database with the expectation that services can be streamlined even more, particularly with regard to the licensure of adult care home administrators, dietitians, speech-language pathologists, and audiologists. (See related article in this issue of *The Update*.)

The new program for Paid Nutrition Assistants is up and running, effective November 4, 2005. There is more information on that in this issue of *The Update*.

We are sorry to announce that Janell McMillan, who has served as the Nurse Aide Registry Operator and editor of *The Update* since September 2003, has resigned effective November 10 to accept a job at the VA Hospital in Topeka. We will miss Janell, and we wish her the very best in her new position!

Wishing all a Happy Holidays season!

Marla Rhoden

## HOC Advisory Group

In 1999, HOC started an advisory group to solicit input or feedback on HOC activities, and that group is still active. The group has been tremendously helpful for planning purposes and the exchange of information. We appreciate very much the time, energy and enthusiasm that participants have provided to the meetings.

The advisory group meetings are open to all interested parties. If this is something that would be of interest to you, please join us. The next meeting is scheduled for January 27, 2006, at 10:00 a.m. in room D of the KNEA building, 715 West 10<sup>th</sup> St., Topeka, Kansas. Many coordinators from the schools offering HOC approved courses participate and have elected to meet among themselves following the scheduled advisory group meeting.

Ann Hess and Myrna Bartel, pictured below, received certificates of appreciation at the June 10, 2005 HOC advisory group meeting. Ms. Hess will retire from Johnson County Community College next year. Ms. Bartel recently retired from Manhattan Area Technical College. Certificates of appreciation were sent to Linda Sullivan, Kansas City Community College and Fern Glunt, Dodge City Community College, who retired at the beginning of the summer. We thank all of them for their help and support.



Martha Ryan and Ann Hess



Martha Ryan and Myrna Bartel

## HOME HEALTH AIDE PROGRAM UPDATE

On September 16, 2005, HOC sent proposed regulations adopting the revisions to the home health aide curriculum and tests to the Kansas Department of Administration for review. The regulations will also be reviewed by the Attorney General's office. The process may take anywhere from six months to one year. When the regulations have been approved by the Kansas Department of Administration and the Attorney General's office, they will be published in the Kansas Register and the date of the public hearing will be set. HOC will then post the proposed regulations on our HOC website, [www.kdheks.gov/hoc](http://www.kdheks.gov/hoc). Individuals may comment on the proposed regulations at the hearing or send written comments to HOC.

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## THANK YOU!

Part of the process of developing a training program is the generation of tests and the setting of pass scores for those tests.

Eleven home health aides participated in the process of setting the pass scores for the revised home health aide tests. We thank them for sharing with us the expertise needed to complete that process. The following home health aides participated: Sheila Cobb Banks, Karen Blatt, LeAnn Burch, Sandy Davalos, Ruth Friend, Robin Garcia, Charlotte Glidden, Jim Hood, Yolanda Ortega, Ruth Ellen Saiya and Darlene Salter. The aides are pictured below.

Many thanks, too, to the following associations/agencies/schools that recruited these individuals for HOC: Advantaged Home Care, Aldersgate Home Health, Kansas Association of Homes and Services for the Aging, Kansas Home Care Association, Brewster Place Home Health, Heartland Home Health Care and Hospice and KAW Area Technical School.

We appreciate your help!



Standing: Karen Blatt, Jim Hood, Yolanda Ortega, Sandy Davalos  
Seated: Ruth Friend, Charlotte Glidden



Ruth Ellen Saiya, LeAnn Burch, Sheila Cobb Banks,  
Robin Garcia



Jim Hood, Charlotte Glidden, Sandy Davalos



Yolanda Ortega, Darlene Salter



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## Certified Nurse Aide Employment Eligibility

To work as a certified nurse aide in an adult care home, the nurse aide's certificate must be in active status. If the certificate is not in active status, the certified nurse aide's name does not appear on the nurse aide registry.

CNAs are eligible for employment (in active status) for 24 months following the date the certificate is issued. To extend the eligibility period, the aide must be employed to perform nursing or nursing related tasks for at least eight hours during the 24-month period.

Employers are asked once a year to submit lists of aides who have worked for them at least eight hours during the preceding year. The department records the data for the names submitted, and those aides remain eligible to work for the following two years.

If the nurse aide has been employed to perform nursing or nursing related duties for at least eight hours within the past 24-month period, but this information has not been received and noted on the aide's registry record, the aide should request the Employment Verification Form from HOC (785-296-1250 or 785-296-0060) or access it on the website, [www.kdheks.gov/hoc](http://www.kdheks.gov/hoc). The aide then asks the employer to verify employment on that form and send it to HOC.

If a nurse aide has not been employed to perform nursing or nursing related duties during the previous 24 months, a registered nurse may elect to administer a Kansas Nurse Aide Task Checklist – for Employment Verification. The nurse must request the form and complete the task checklist, dating and evaluating each task as it is performed. Or, the nurse aide may take a 10-hour nurse aide refresher course, if available, instead of having a nurse administer the task checklist.

When the completed employment verification, task checklist or roster documenting completion of the refresher course is returned to HOC, the eligibility period is extended by 24 months.

Explanation should be given to all students in nurse aide courses regarding verification of employment within the previous 24 months. Most facilities/agencies send employment verifications yearly.

## WEB-BASED AIDE COURSES

HOC is experiencing an increase in the number of requests for approval of on-line aide courses. The first two on-line aide courses for each curriculum type, offered by an approved sponsor will be under pilot status and will require a written proposal submitted at least four weeks before the start date of the course. For more information, please see the "Guidelines for Aide Training Via the Internet" posted on the HOC Web site, [www.kdheks.gov/hoc](http://www.kdheks.gov/hoc). If you would like to offer an on-line course and have questions, please contact Dolores Staab at 785-296-6796 or [dstaab@kdhe.state.ks.us](mailto:dstaab@kdhe.state.ks.us), or Martha Ryan at 785-296-0058 or [mryan@kdhe.state.ks.us](mailto:mryan@kdhe.state.ks.us).

Linda Lubensky, executive director of the Kansas Home Care Association, asks that sponsors of Web-based home health aide courses let her know when a course is offered. She will publish the course availability on the home care association's Web site.

Initial Web-based courses for unlicensed/uncertified personnel must also be done on a pilot basis and require a written proposal submitted at least four weeks before the start date of the course. The guidelines referenced above will serve as guidelines for the unlicensed/uncertified personnel courses until separate guidelines are developed.



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## !!! NEW OPTION!!! ON-LINE LICENSE VERIFICATIONS ADULT CARE HOME ADMINISTRATORS, DIETITIANS, SPEECH- LANGUAGE PATHOLOGISTS ADUIOLOGISTS

Have you ever . . .

- ' been unsure if your license is due for renewal this year or next year?
- ' needed verification of your license which required a request and payment of \$10?
- ' forgotten your license number and had to contact KDHE for the information?

You can now check all this information on-line at no cost.

The on-line verification search requires either a name or license number, or your social security number with a second identifier. Licensee(s) matching your search criteria will be displayed showing name, license number and profession with an option for more details. The details screen will display the city and state where the licensee lives (without the street address) and the original date of licensure, the expiration date and the active/inactive license status. There is a second page which lists the requirements for obtaining licensure in Kansas. This information is routinely requested by officials in other states when a Kansas licensee applies for reciprocal licensure in another state.

The Web address is [www.kdhehealthlicense.org](http://www.kdhehealthlicense.org) and there will soon be a link from our Health Occupations Credentialing Web page: [www.kdheks.gov/hoc](http://www.kdheks.gov/hoc).

## SHARING IDEAS FOR INSTRUCTION

HOC would like to collect information from sponsors and coordinators about techniques or practices that have been particularly effective in promoting learning among students. We are interested in both regular and Web-based courses. If you have ideas to share, please send them to Martha Ryan, [mryan@kdhe.state.ks.us](mailto:mryan@kdhe.state.ks.us) or call at 785-296-0058.

*Happy Fall.*





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## **NUTRITION ASSISTANT TRAINING PROGRAM**

Health Occupations Credentialing oversees four training programs for unlicensed/uncertified workers in adult care homes: operator, social services designee, activities director and paid nutrition assistant. The nutrition assistant training program will be implemented when the adult care home regulations are adopted effective November 4, 2005.

The nutrition assistant training program is the result of a cooperative effort of the Kansas Department of Health and Environment and the following contributors and consultants: Judy Bagby, RN, LNHA; Kay Billinger, RD/LD; Kathy Bode, RN, MS; Sandra Dickison, MS, RD, LD; Diane Glynn, JD, RN; Kim Halbert, RN, BS, LACHA; Patricia Maben, RN, MN; Marilyn Munoz, CNA, CMA; Isla Richards, RN; Mike Simpson, SLP; Linda Sullivan, MS, RN, ARNP, LNHA; Vera VanBruggen, RN, BA, CDONA/LTC. The following organizations nominated these individuals to serve in this effort: Flint Hills Technical College, Kansas Adult Care Executives, Kansas Advocates for Better Care, Kansas Association of Homes and Services for the Aging, Kansas City Kansas Community College, Kansas Department on Aging, Kansas Health Care Association, Kansas Speech-Language Hearing Association, Kansas State Board of Nursing, and Kansas State Nurses Association.

Nutrition assistant training in Kansas:

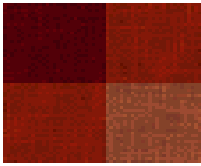
- 1) Consists of a minimum of 12 hours of training that includes a competency test. The course content includes roles and responsibilities of a nutrition assistant, working as a member of a team, creating a home environment in the facility, resident rights, residents with special needs, a safe dining experience (infection control, food safety, emergencies), fundamentals of good nutrition, and documentation. The complete course outline is available from HOC and is posted on the Website, [www.kdheks.gov/hoc](http://www.kdheks.gov/hoc);
- 2) Must be sponsored by an adult care home or a postsecondary school under the jurisdiction of the Kansas Board of Regents; and
- 3) Must be taught by a registered nurse who has a minimum of two years of nursing experience, at least one year of which is in the provision of long-term care facility services, and who has completed a course in teaching adults or has experience in teaching adults or supervising nurse aides.

The guidelines for sponsoring a course are available from Health Occupations Credentialing. Contact Dolores Staab at 785-296-6796 or [dstaab@kdhe.state.ks.us](mailto:dstaab@kdhe.state.ks.us) if you would like to sponsor a course. If you have questions about the training course, contact Dolores as listed above, or Martha Ryan at 785-296-0058 or [mryan@kdhe.state.ks.us](mailto:mryan@kdhe.state.ks.us).

A "Frequently Asked Questions" document that may answer some of your questions about nutrition assistants is posted on the HOC Website.

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## Kansas Nurse Aide Registry / Criminal Record Check ADMINISTRATOR'S CORNER

Melinda Reynard-Lindsay

In recent months, I have received recurring questions from our Kansas facilities. Many, but not all of the questions relate to the automated process we initiated earlier this year. I thought it might be helpful to share them with you.

### Question:

Would you please clarify the meanings of the terms "Match" and "No Match" results?

### Answer:

Match: The individual has criminal history on file with the KBI.

(Please note that criminal history can include anything from littering to aggravated robbery.)

No Match: The individual has no criminal history on file with the KBI.

### Question:

Why are we receiving some of our criminal record check results on-line and others by mail?

### Answer:

Provided that your facility e-mail address is on file with Health Occupations Credentialing, criminal record check *no match* results are retrieved on-line by clicking on the e-mail me button. Criminal history abstracts for individuals with *match* results will be mailed to you as soon as they are processed.

### Question:

Can we submit criminal record check requests on-line?

### Answer:

Not at this time. (We are looking at that capability as a possibility for the future.)

Criminal record check requests, along with payment are mailed to:

Health Occupations Credentialing

Criminal Record Check Unit

1000 SW Jackson, Ste 200

Topeka, Kansas 66612-1365

### Question:

When I type in ksnurseaidregistry.org, I cannot gain access to your Web site. Why?

### Answer:

To gain access to the KNAR on-line, *drop the "e" from the word aide*.

The correct web address is: ksnurseaidregistry.org

### Question:

When I access the KNAR, it asks for an additional \$35 fee. Is there an additional fee to access your Web site?

### Answer:

No. There is no fee for accessing the Kansas Nurse Aide Registry (KNAR) Web site. Check the Web address and submit again.





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**Question:**

Is the on-line KNAR solely for the purpose of checking certification on CNA, CMA and HHA?

**Answer:**

No. The KNAR on-line also contains employee list pages. The employee list pages are where you select the e-mail me button to retrieve the criminal record check results you have requested. In addition, a new option has been added to allow facilities to look up non-licensed/non-certified individuals to determine when the last criminal record check was done and whether they are prohibited.

**Question:**

Where are employment prohibitions listed on the computer screen?

**Answer:** Be sure to scroll all the way down the page when you are checking credentials and print the screen. The employment prohibition message is in large red type in the middle of the confirmation notice and instructs you to contact the CRC administrator if you have questions regarding the employment prohibition.

**Question:**

Why is it important that facilities enter the website through the facility access, rather than individual certification access?

**Answer:**

If the facility access is not used, your inquiry will not be tracked and included in the monthly report used by surveyors checking to see if facilities are confirming eligibility on their prospective employees.

**Question:**

How do I get today's date to print on the bottom of the screen print?

**Answer:**

For this setting you will probably need at least the 6.0 version of Internet Explorer.

From within the Internet Explorer, from the menu bar, select **File, Page Setup** and in the Headers and Footers area, in the **field under footer**, this should be listed: **&u&b&d**.

*Seasons Greetings from HOC Staff!!*

## HEALTH OCCUPATIONS CREDENTIALING

Marla Rhoden, Director  
Curtis State Office Building  
1000 SW Jackson, Suite 200  
Topeka KS 66612-1365

Phone: 785-296-1240  
Fax: 785-296-3075



### POINTS TO PONDER

*Never fall from grace, fall into grace.*



**Kansas Department of Health and Environment  
Bureau of Child Care and Health Facilities**  
Health Occupations Credentialing  
1000 SW Jackson, Suite 200  
Topeka, Kansas 66612-1365  
(785) 296-1240  
Fax (785) 296-3075

## Health Occupations Credentialing

Assistance	Call
Not sure who to call... (Forms may be downloaded from Internet)	785-296-1240 www.kdheks.gov/hoc
Licensing of speech-language pathologist, audiologist, dietitian, adult car home administrator. Verification of same licenses. Test for adult care home administrator.	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees, instructor approval	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and Task Checklist	Betty Domer 785-296-1250
Medication aides and related forms	Sheila Seymour 785-296-0060
Interstate or reciprocity for aides	Betty Domer 785-296-1250
Education policies	Martha Ryan 785-296-0058
Administrator of criminal record check program	Melinda Reynard-Lindsay 785-296-8628
Criminal record check program support, notice of prohibitions, inquiries related to findings of abuse, neglect, exploitation	Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Michelle Rieck 785-296-0583
Ordering prepaid criminal record check forms	Dana Derrick 785-296-0446

**KANSAS NURSE AIDE REGISTRY**  
**(785) 296-6877**  
**Monday through Friday**